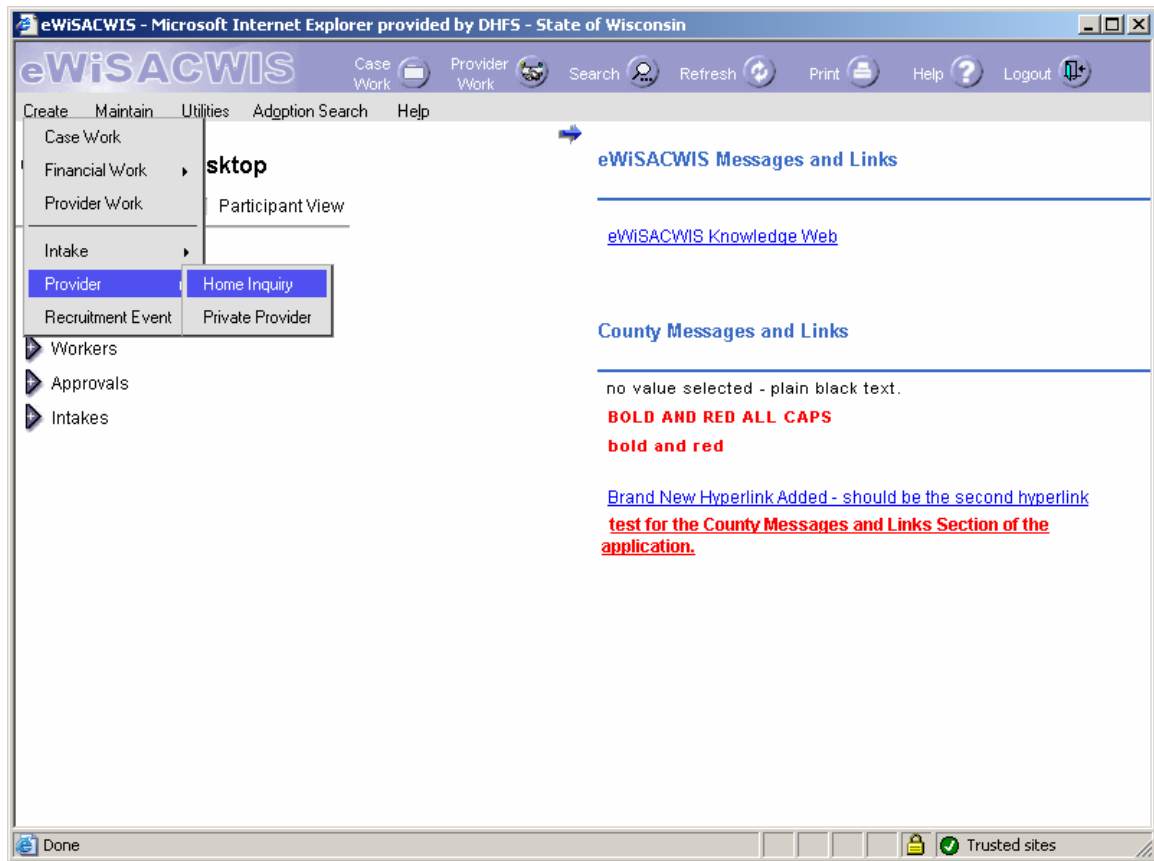


Creating a Non Relative/Non Licensed Provider

1. Create a Home Inquiry on the desktop by Create>Provider>Home Inquiry.



2. Search the individual(s) that are requesting to be the provider. If the individuals are known to the system, select them by 'Add Participants'. If not known to the system, 'Create' them. Select Continue to advance to the Members Tab of the Home Inquiry Page. Further detailed information regarding Search can be found on the Knowledge Web.

Intake Inquiry Search -- Web Page Dialog

eWiSACWIS Print Spell Check Help

Search Criteria

Last Name: First Name: Person ID:

SSN: DOB: Gender:

Street: City: ZIP Code:

☐ Incl. AKA Search Precision: Sort By:

Search **Clear Fields**

Record 1 to 1 of 1

Persons Returned

Basic Person Information

Related People

[Select](#) Abby, Alice Mother

[Select](#) Abby, Amber Biological Child

[Select](#) Abby, Amy

Add Participant(s) **Create**

Participants

Intake Participant Name	Status	
Art Abby	Search Found	Edit Delete
Alice Abby	Search Found	Edit Delete
Amber Abby	Search Found	Edit Delete

Continue **Close**

3. On the Member's Tab, select roles for all individuals. Remember, Parent 1, must be selected for one individual in the group. This is generally the female head of the household. The Add/Edit button allows the participants Person Management records to be updated or Add will allow additional participants to be added to the record.

The screenshot shows a web browser window titled "Home Inquiry - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application is "eWiSACWIS". At the top, there are links for "Print", "Spell Check", and "Help". Below this is a "Basic" tab. The "Basic" tab contains fields for "Family Name:", "Date: 10/04/2005", "Inq ID: 9221161", and "Supervisor Status: Pending". Below these fields are two tabs: "Member" and "Basic". The "Member" tab is selected. Under the "Member" tab is a section titled "Family Members" which contains a table with the following data:

Name	Gender	DOB	Race	Role
Art Abby	Male	11/11/1961	American Indian/Alaskan Native	Parent 2
Alice Abby	Female	08/07/1970	American Indian/Alaskan Native	Parent 1
Amber Abby	Female	09/09/1995	American Indian/Alaskan Native	Daughter

Below the table are three buttons: "Add/Edit", "Save", and "Cancel". The "Add/Edit" button is highlighted. The browser's status bar at the bottom shows "Done" and "Trusted sites".

4. On the Basic Tab, complete the Marital Status, Language, and County. The Inquiry Tab and Primary Referral Source will also need to be completed.

- The worker and/or supervisor will need to complete the Home Inquiry with a Screening Decision. Save and Close the Home Inquiry. Once the Home Inquiry is Accepted/Screened In by the supervisor, select the Close button to close the Home Inquiry. A provider record will automatically be created based on this Home Inquiry.

Home Inquiry - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Basic

Family Name: Alice Abby Date: 10/04/2005 Inq ID: 9221161 Supervisor Status: Accepted

Member Basic

Home Information

Parent 1: Alice Abby Parent 2: Art Abby
 C/O: Home: Ext:
 Street: 111 Penntwon Rd. Apt: Work: Ext:
 Marital Status: Married Couple
 City: Baraboo State: WI Zip: 53913 Language: English
 Country: United States County: Sauk

Inquiry Information

Parent Agency: Search
 Inquiry Type: Kinship Care
 Primary Referral Source: Self
 Secondary Referral Source:
 Desc:
 Checklist
 Home Inquiry Checklist
 Text
 Screening Acceptance Form
 Screening Denial Form
 Home Inquiry Comments

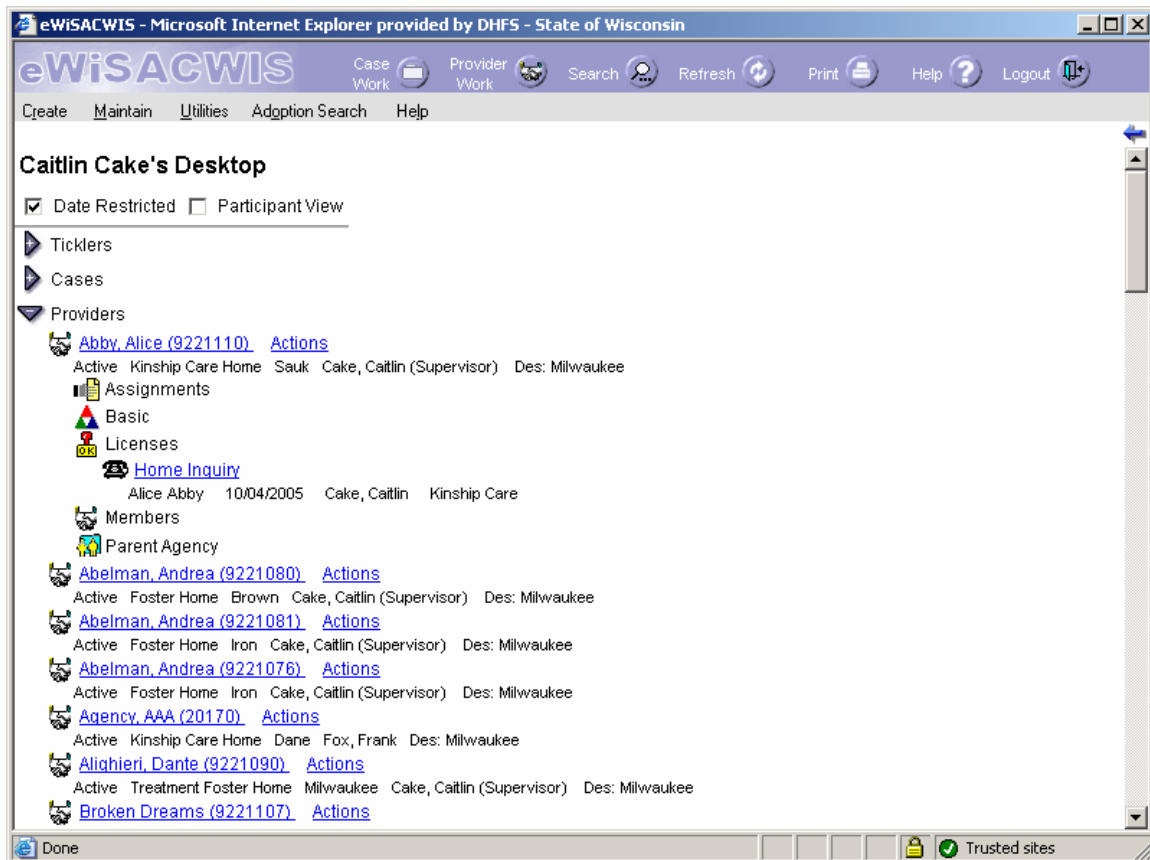
Worker/Committee

Name: Caitlin Cake
☐ Accept/Screen In ☐ Not Accept/Screen Out ☐ Pending
 Reason:
Supervisor/Committee

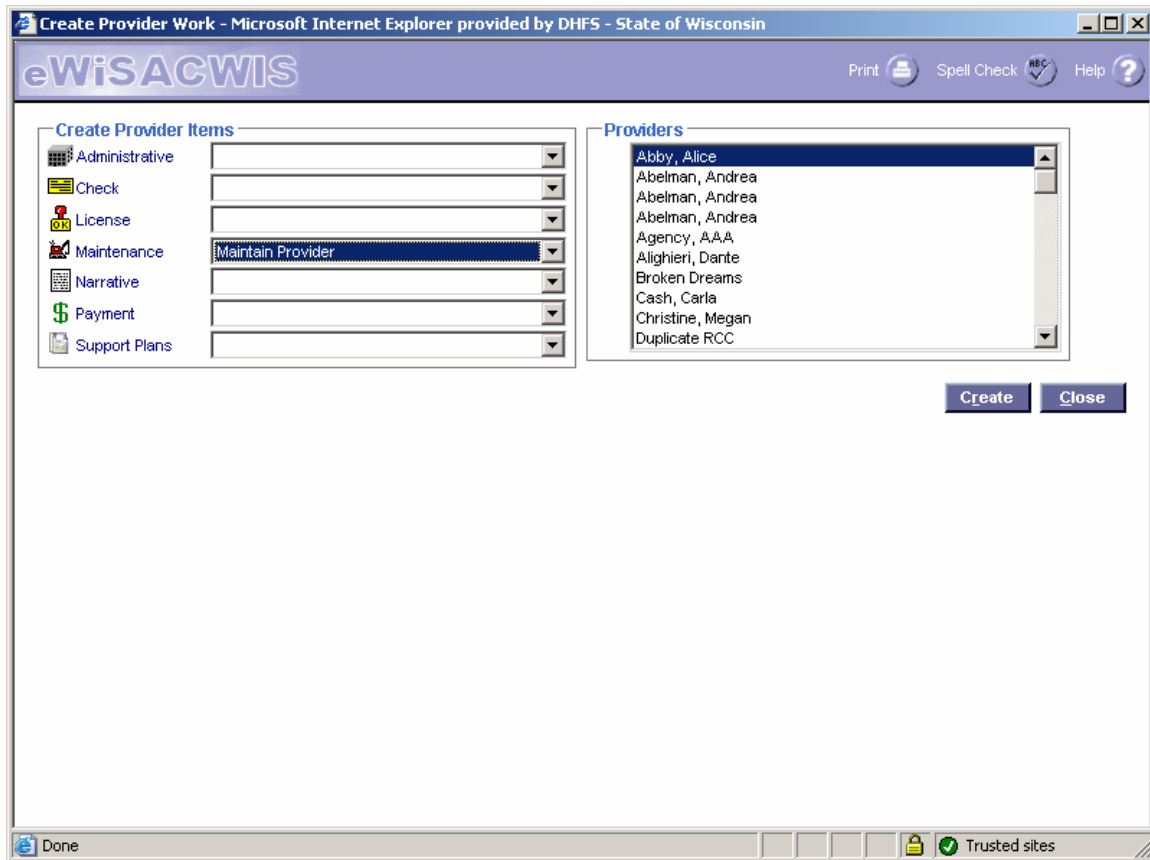
Name: Caitlin Cake
☒ Accept/Screen In ☐ Not Accept/Screen Out ☐ Pending
 Reason:
 Options:
 Save Cancel

Done Trusted sites

6. The new provider record will appear on the supervisor's desktop under the Provider Expando. It may be necessary to close and re-open the Provider Expando to refresh the data before the new provider record appears. The supervisor will need to give an assignment to another worker if they will not be maintaining the provider record themselves. Access the Provider under the Provider Expando. If there is a need to refer back to the Home Inquiry documented for this provider, it will be listed under the License icon.



7. On the desktop, select Create>Provider Work>Maintenance>Maintain Provider and select the appropriate provider. Select the Create button. The Home Provider window will open for the Provider selected.



8. On the Home Provider window, Basic group box, select the appropriate Type, the Status will be Active. The License Type is Not Licensed and the License Agency is the county that placed the child.

Home Provider - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS

Print Spell Check Help

Basic

Number: 9221110 Name: Alice Abby Type: Foster Home Status: Active

Lcns. Type: Not Licensed Lcns. Agency: Sauk HSRS Number:

Home Members Characteristics Services Training

Home Information

Parent 1: Alice Abby Parent 2: Art Abby

C/O: Street: 111 Penntwon Rd. Apt: City: Baraboo State: WI Zip: 53913 Country: United States

Home: Ext: Work: Ext: Fax:

Emergency Contact Information

Name: Phone: Ext: Name: Phone: Ext:

Further Information

Primary Language: English EFT

Marital Status: Married Couple 1099 Form Required

County: Sauk FEIN SSN N/A

Parent Agency: Alice Abby

County Provider ID

County	Provider ID	Delete
--------	-------------	--------

Insert

Options: Go Save Close

Done Trusted sites

9. Complete the Member's and Characteristics Tabs as usual.

Home Provider - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWisACWIS Print Spell Check Help

Basic

Number: 9221110 Name: Alice Abby Type: Foster Home Status: Active

Lcons. Type: Not Licensed Lcons. Agency: Sauk HSRS Number:

Home Members Characteristics Services Training

Home Members

Name	Status	Gender	DOB	Role	
Art Abby	Active	Male	11/11/1961	Parent 2	Deactivate Remove
Alice Abby	Active	Female	08/07/1970	Parent 1	Deactivate Remove
Amber Abby	Active	Female	09/09/1995	Daughter	Deactivate Remove

[Insert](#)

Children in Placement

Name	Gender	DOB	Role
------	--------	-----	------

Payee Information

Payee Name(s): Alice Abby

[Save](#) [Close](#)

Home Provider - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWisACWIS Print Spell Check Help

Basic

Number: 9221110 Name: Alice Abby Type: Foster Home Status: Active

Lcons. Type: Not Licensed Lcons. Agency: Sauk HSRS Number:

Home Members Characteristics Services Training

Family Accepts

Possible Values

- Affiliated with gangs
- AIDS infection or HIV positive
- Autistic (severely withdrawn)
- Behavioral difficulties at school**
- Behavioral Intensive
- Behavioral Minimal
- Behavioral Moderate

Selected Values

Behavioral difficulties at school

[Add x >](#) [Add All Values >>](#) [< Remove](#) [<< Remove All](#)

Other Family Characteristics

Possible Values

- Other Indian tribe member
- Pentecostal
- Pet in home**
- Presbyterian
- Protestant
- Red Cliff
- Smoker in home

Selected Values

Pet in home

[Add x >](#) [Add All Values >>](#) [< Remove](#) [<< Remove All](#)

[Save](#) [Close](#)

- Complete the Provider Capacity on the Services Tab in addition to the Preferences for Gender and Age Preferences. Select the Edit Unlicensed Services Hyperlink.

Home Provider - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print Spell Check ABC Help ?

Basic

Number: 9221110 Name: Alice Abby Type: Foster Home Status: Active

Lcns. Type: Not Licensed Lcns. Agency: Sauk HSRS Number:

Home Members Characteristics **Services** Training

Provider Capacity

Total Bed Capacity: 1

Clients By Gender

	Male	Female	Total
Preferences:	1	1	1
Placements:	Enter a number ####		
Reservations:	0	0	0

Clients By Age

Under 2

Members: 0

Placements: 0

Reservations: 0

Preferred Age: From: 0 To: 18

Service Details

	Male	Female	Total
Capacity:			
Placements:			
Reservations:			
Vacancies:			

Service Specifics

☐ All Counties ☒ Milwaukee [Edit Unlicensed Services](#)

Unlicensed Services

Category	Type	Status
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Save Close

Done Trusted sites

11. Select Insert on the Edit Unlicensed Services. Select the appropriate Category and Type. The Status will need to be set to Active and the Total Capacity needs to equal the Provider Capacity. Once all work has been completed, select the Save button and Close button to Save work and return to the desktop.

Edit Unlicensed Services -- Web Page Dialog

eWiSACWIS Print Spell Check ABC Help

Provider Id: 9221110 Provider Name: Alice Abby
County: Milwaukee Total Bed Capacity: 1

Unlicensed Services

Category	Type	Status	Total Capacity	
Professional Legal Services RCC Regular Education Relative Care Relative Care - Unlicensed Shelter Care Skilled home care Special Education Specialized DD equipment Supplemental Points Supplementary educational services		Active	1	Delete

Insert

Save **Close**

12. Once the unlicensed service type(s) are in place, the child's unlicensed placement can be documented with this provider.